



## **EXECUTIVE DIRECTOR**

The Commission is seeking energetic, highly skilled and motivated candidates for the position of Executive Director. The California Commission on the Status of Women and Girls (Commission), a nonpartisan state agency, was created to study policy areas for the purpose of examining any laws, practices, or conditions concerning or affecting women and girls which impose special limitations or burdens upon them or upon society, or which limit or tend to limit opportunities available to women and girls. The Commission provides information resources on issues that affect the lives of women and girls.

**LOCATION:** Sacramento, CA

### ***GENERAL DUTIES***

The Executive Director, serving in an exempt position, is hired by the Commission, reports to the Commission and serves at the pleasure of the Commission. In order to reduce the Commission's dependence on state funding and enable the Commission to fulfill its mandate, a priority duty will be to develop a comprehensive strategy to attract financial support from private donors. The director shall perform the duties outlined in this job announcement and other duties as the Commission shall assign. The director shall institute, direct and monitor proper management, fiscal and personnel controls.

### ***Ideal Experience:***

- Recommend a minimum seven years of experience in executive-level management at an advocacy organization; non-profit; a local, state or national agency; or as head of a women's program in an accredited college or university.
- Ability to advocate for women and children and form partnerships.
- Experience working with state and local government and providing public testimony.
- Experience in strategic planning and budget development and oversight.
- Ability to develop fundraising goals and implement fundraising plan.
- Proven talent and history of being an exceptional manager of high performing teams; a leader who sets high expectations, motivates others to strive and mentors them to achieve their goals.
- Degree from an accredited 4-year college or university in non-profit management or business administration, education, public administration is desirable.

### ***Critical Competencies for Success:***

- Working well with and cultivating connections and collaborations with the state legislature and other state government offices on issues of importance to women and children, particularly in difficult economic times.
- Working collaboratively with women's and children's organizations of all types across the state, convening and coordinating services and advocacy.
- Experience in financial planning and budgeting, team-based management and administration.
- Ability to perform high level, complex media and public affairs activities and represent the public relations interests of the Commission.

### ***Other Personal Characteristics:***

- Knowledgeable, passionate, and committed to women's and children's issues.
- A collaborative, team-oriented leader with highly developed relationship building skills; adept as an influencer and consensus builder.
- Creative, versatile, intuitive, driven; mission oriented.
- Able, timely communicator. Excellent written and oral communication skills.
- Strong, self-motivated leadership, management, organization and administration skills.

### ***PUBLIC EDUCATION DUTIES***

- Develop recommendations and timelines to establish the Commission as a central information center on issues that affect the lives of women and girls.
- Plan and direct program development to meet the Commission's objectives in each of the following policy areas:
  - (1) Gender equity in the media
  - (2) Educational needs of women and girls
  - (3) Gender in the workplace and employment
  - (4) Health and safety of women and girls
  - (5) Women in the military, women veterans, and military families
  - (6) State laws in regard to the civil and political rights of women, including pensions, tax requirements, property rights, marriage and dissolution of marriage provisions, and similar matters
  - (7) The effect of social attitudes and pressures and economic considerations in shaping the roles to be assumed by women in the society.
- Plan, shape and direct comprehensive external public relations and communication program.

### ***ADMINISTRATIVE DUTIES***

- Manage projects and administer day-to-day operations and programs.
- Identify options and present recommendations regarding infrastructure and operational needs of the Commission, to include low-cost/no-cost office space, contracted fiscal services, human resource services, and IT services.
- Conduct long-range program planning and develop the Commission's annual program proposal and budget recommendations for the review and approval of the Commission Board.
- Prepare, for the approval of the Commission Board, master calendar and an annual report of the Commission's activities, meetings and deadlines for the fiscal year.
- Plan, arrange, attend and staff all meetings of the Commission including preparation and distribution of minutes and fiscal reports. Draft the agenda, with direction from the Chair. Organize and schedule all presentations to the Commission.
- Plan, arrange, attend and staff, as required, all advisory, subcommittee and ad hoc committees.
- Coordinate and schedule all Commission Meetings.
- Issue timely announcements and/or notices as required by law
- Assist Commissioners in completing training and other responsibilities as required by law.

### ***FISCAL DUTIES***

- Identify, recommend, monitor, budget and manage the Commission's fiscal resources, including state, federal or private funds. Serve as the Commission's primary point of contact with the state agency maintaining Contracted Fiscal Services.
- Coordinate fundraising activities of the Commission within all state guidelines. Develop and implement a strategy to attract financial support from private donors.
- Develop, under the direction of the Chair and/or her designee or the Executive Committee, all proposed budgets for presentation to the Commission, Department of Finance and the Legislature.
- Monitor progress of the proposed budget and draft testimony on budget requirements.
- Ensure timely fiscal reports are prepared and distributed.
- Review and make recommendations to the Chair and/or her designee or subcommittee or the Executive Committee on proposed expenditures, in accordance with State Administrative Procedures. Follow commission and state policies regarding expenditure authorization.
- Inventory Commission property and equipment. Recommend for approval all equipment purchases.

### ***PERSONNEL DUTIES***

- Initiate and administer sound personnel policies and procedures, under state guidelines, rules and regulations, with guidance from the Chair and/or Executive Committee and state agency contracted to provide Human Resources support and services.
- Serve as the Commission's primary point of contact for state agency maintaining Human Resources contract.

- Draft duty statements and scope of work for new employees and/or contractors for approval of the Chair and/or Executive Committee and Human Resources.
- Recruit and supervise the work of temporary staff, volunteers and student interns.

#### ***SALARY AND BENEFITS INFORMATION (Partial List)***

- *Monthly Salary Range:* \$6,992 - \$7,485
- *Retirement:* Membership in the California Public Employee's Retirement System (CalPERS).
- *Group Insurance:* A variety of health insurance plans, including vision and dental, with employer contribution toward premiums.
- *Worker's Compensation:* In case of injury on the job, each employee is fully protected under the Worker's compensation law in California.
- *Deferred Compensation:* The State offers a Deferred Compensation Program to employees who wish to save money and defer taxes on income earned with the State.

#### ***APPLICATION PROCESS***

Final Filing Date: June 17, 2014

The Commission on the Status of Women and Girls is seeking the most highly qualified individuals for this exciting leadership position. The successful candidate will have a challenging opportunity to work with a Commission that is dedicated to providing quality service to a diverse constituency.

Interested candidates should submit:

- A cover letter/statement of qualifications, no more than four pages in length, describing how the candidate's background and experience specifically relate to the ability to perform the duties of this position. Please describe your background and experience in the following areas:
  - Managerial level experience in planning, organizing and operating policy and program activities for a public or private entity.
  - Management of staff and fiscal resources.
  - Fundraising and donor development experience.
- A resume.
- Three professional references (name, telephone number and email address).

Please submit all documents electronically to [Elizabeth.Vierra@library.ca.gov](mailto:Elizabeth.Vierra@library.ca.gov) or via USPS mail to:

Elizabeth Vierra, Personnel Officer  
California State Library  
900 N Street, Suite 400  
Sacramento, CA 95814

Questions may be directed to [Elizabeth.Vierra@library.ca.gov](mailto:Elizabeth.Vierra@library.ca.gov)

Submittals will be reviewed and only the most highly qualified candidates will be invited for interview in late June. An appointment to this position is anticipated on or after June 30, subject to budgetary approval.

For additional information, please check the Commission's website at [www.women.ca.gov](http://www.women.ca.gov)